

**CITY OF HOLLISTER
ANIMAL CONTROL ASSISTANT
Temporary Part-Time Position
\$15.00/Hr.**

**Open Recruitment
FINAL FILING DATE: Friday, January 11th, 2013 by 5:00pm**

City of Hollister is accepting applications for the position of Temporary Animal Control Assistant within the Animal Control Division of the Hollister Police Department. Hours may range from 20 and 40 hours per week, to include schedules incorporating evening coverage after normal business hours (determined by operational needs). The duration of the assignment shall be determined by the Department.

POSITION:

- Assists the Animal Control Officers in receiving, adopting, and redeeming animals. Clean cages, house animals appropriately, feed animals.
- Maintain clean and neat appearance of animal shelter.
- Assists in the maintenance of records of all animals.
- May be assigned shift schedules after hours and on weekends.
- Deals with the Public, to include providing assistance regarding the care and keeping of animals, and assists visitors in locating missing pets.
- Assist Animal Control Officers in euthanizing animals and disposing of animals.
- Assists in transporting animals to the City shelter and injured animals to designated Veterinarian Clinics for treatment.

REQUIREMENTS:

- Ability to perform all assigned duties in an Animal Control Facility.
- Ability to work shift schedules after hours and on weekends.
- Ability to perform general office duties; answer telephone calls; provide information and explain procedures.
- Ability to perform basic animal handling, care, habits, and conduct behavior & disease identification.
- Ability to communicate clearly and concisely, both orally and in writing.
- Possess and demonstrate effective interpersonal/interaction skills in order to successfully deal with the Public under difficult situations involving animal issues.
- Must possess a valid California Driver's License in order to operate a wide variety of city equipment and vehicles as directed.
- Ability to pass a background inspection, to include fingerprint, DMV check, background, drug screening and physical.

FOR MORE INFORMATION CONTACT:

City of Hollister
Administrative Services Department/Human Resources Office
375 Fifth Street, Hollister, CA 95023
(831) 636-4308
Or visit the City website:
www.hollister.ca.gov

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